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E. Administrative Branch Personnel Changes

25X1 [redacted] left the Records and Registrar Section to assume  
her duties in the PP Staff Training Office on 10 January 1955. [redacted]  
25X1 [redacted] is now Acting Registrar. [redacted] joined this Section  
as an Assistant Registrar.

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F. Logistics Office review of Registrar's Records

Two representatives from the Logistics Office have recently completed a review of the training records on Logistics Office personnel. This involved, among other things, photographing training cards for Logistical personnel.

G. Promotion Policies for External Trainees

The chairman of the OTR Career Service Board has requested the Chief, Language & External Training School and the Personnel Officer to collaborate in the preparation of a staff study relative to an OTR promotion policy on trainees in External Training.



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I. External Training Semi-annual Report

The Budget Fiscal Officer, OTR, has completed and transmitted to the Language & External Training School his portion of the subject report.

J. Report of Waivers and Deferments of Training Standards

The Registrar's monthly report of Waivers and Deferments of Training standards was forwarded to the Director of Training on 11 January 1955.

K. Career Plans

The Personnel Section has received numerous requests from various components of OTR relative to the approach to be followed in the preparation of Career Plans. As a result, the Personnel Office will issue a guide on Career Planning in order to assist OTR individuals in the preparation and development of Career Plans. This guide will be presented in draft form to the OTR Career Service Board for review and approval prior to distribution.

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